

## NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION

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<b>DIVISION OF PROJECT DEVELOPMENT:</b>	<i>Consultant Selection Committee Chairperson</i>	(603) 271-3734
<b>BUREAU OF FINANCE AND CONTRACTS:</b>	<i>Contract Office</i>	(603) 271-3732
	<i>Prequalification Administrator</i>	(603) 271-3402
<b>BUREAU OF RAIL AND TRANSIT:</b>	<i>Administrator</i>	(603) 271-2468
<b>BUREAU OF AERONAUTICS:</b>	<i>Administrator</i>	(603) 271-2551
<b>BUREAU OF PUBLIC WORKS:</b>	<i>Administrator</i>	(603) 271-3516

### REGIONAL PLANNING COMMISSIONS

<i>North County Council:</i>	<i>(603) 444-6303</i>	<i>Southwest Region:</i>	<i>(603) 357-0557</i>	<i>Nashua:</i>	<i>(603) 883-0366</i>
<i>Upper Valley-Lake Sunapee:</i>	<i>(603) 448-1680</i>	<i>Central New Hampshire:</i>	<i>(603) 226-6020</i>	<i>Rockingham:</i>	<i>(603) 778-0885</i>
<i>Lakes Region:</i>	<i>(603) 279-8171</i>	<i>Southern New Hampshire:</i>	<i>(603) 669-4664</i>	<i>Strafford:</i>	<i>(603) 742-2523</i>

### USEFUL RESOURCES

<b>SBA ONLINE WOMEN'S BUSINESS CENTER:</b>	<a href="http://www.onlinewbc.gov">www.onlinewbc.gov</a>	(202) 205-6673
<b>SMALL BUSINESS DEVELOPMENT CENTER:</b>	<a href="http://www.nhsbdc.org">www.nhsbdc.org</a>	(603) 862-2200
<b>SERVICE CORPS OF RETIRED EXECUTIVE:</b>	<a href="http://www.score.org">www.score.org</a>	1-800-634-0245
<b>MINORITY BUSINESS DEVELOPMENT AGENCY:</b>	<a href="http://www.mbda.gov">www.mbda.gov</a>	(202) 482-0404
<b>NH SMALL BUSINESS ADMINISTRATION:</b>	<a href="http://www.sba.gov">www.sba.gov</a>	1-800-827-5722

### USEFUL WEB SITES

NHDBE Directory:	<a href="http://www.state.nh.us/dot/business.htm">www.state.nh.us/dot/business.htm</a>
Consultant Selection:	<a href="http://www.state.nh.us/dot/highwaydesign/consultanthome.htm">www.state.nh.us/dot/highwaydesign/consultanthome.htm</a>
2002 Advertising Schedule:	<a href="http://www.state.nh.us/dot/transportationplanning/pdf/AdSchedule2002.pdf">www.state.nh.us/dot/transportationplanning/pdf/AdSchedule2002.pdf</a>
2003 Advertising Schedule:	<a href="http://www.state.nh.us/dot/transportationplanning/pdf/AdSchedule2003.pdf">www.state.nh.us/dot/transportationplanning/pdf/AdSchedule2003.pdf</a>
2004 Advertising Schedule:	<a href="http://www.state.nh.us/dot/transportationplanning/pdf/AdSchedule2004.pdf">www.state.nh.us/dot/transportationplanning/pdf/AdSchedule2004.pdf</a>
2005 Advertising Schedule::	<a href="http://www.state.nh.us/dot/transportationplanning/pdf/AdSchedule2005.pdf">www.state.nh.us/dot/transportationplanning/pdf/AdSchedule2005.pdf</a>
Prequalified Contractors List:	<a href="http://www.state.nh.us/dot/contracts/pdf/PreQualifiedContractorsList.pdf">www.state.nh.us/dot/contracts/pdf/PreQualifiedContractorsList.pdf</a>

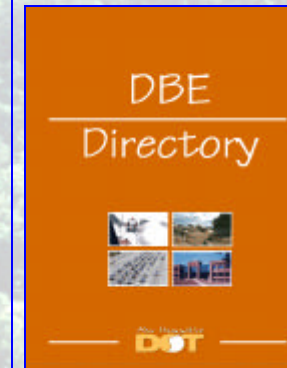


# DBE Guide

## THE DBE PROGRAM

The Disadvantaged Business Enterprise (DBE) Program is primarily funded by the United States Department of Transportation and administered by the New Hampshire Department of Transportation (NHDOT).

The goal of the DBE Program is to ensure nondiscrimination in the award and administration of Federally assisted contracts. The NHDOT ensures that all Prime Contractors and Consultants demonstrate good faith in this effort by soliciting quotes/bids/proposals from DBEs.



A successful tool for promoting a DBE is the NHDOT's DBE Directory. However, this publication alone will not guarantee contracting opportunities. In addition to the Directory, the NHDOT developed this Guide to assist DBEs in gaining an understanding of the contracting process and the timing required to successfully compete for contract work.

## Doing Business with the NHDOT

The Federally assisted contracts administered by the NHDOT are classified as: construction, consultant, service, or supplier contracts.

**Construction Contracts.** These contracts are used to build, improve, repair and maintain bridges, highways, airports, railroads, and other transportation facilities. Construction contracts follow a sealed bid process. All contractors are required to be prequalified in order to submit bids.

**Consultant Contracts.** The NHDOT uses consultants to perform a variety of services. These services include, but are not limited to: Highway Design, Bridge Design, Environmental, Civil Work, Survey, and Photogrammetry. Consultants such as architects,



engineers, and surveyors are selected through a qualifications-based process. Consultants who provide services such as materials testing, geotechnical exploration, property management, etc. are selected through the low bid process. Regardless of the process used, consultants are required to be prequalified.

**Service or Supplier Contracts.** These contracts are used to provide equipment, materials, and supplies used by the NHDOT in support of other contract work and for internal operations. These contracts are obtained through a competitive bid process. Only a small number of these contracts are Federally funded.







Bureau of Human Resources,  
New Hampshire Department of Transportation  
1 Hazen Drive, Concord, NH. 03302-0483

## DBE Program

### Construction Selection

#### Working as a Prime Contractor

To work as a Prime Contractor, the NHDOT requires all prospective bidders to be prequalified in addition to meeting other requirements, which may include proof of bonding, liability insurance, worker's compensation insurance, and the submission of a financial statement by an independent Certified Public Accountant.

Federally assisted projects are normally advertised by the NHDOT and other agencies 15 days prior to bid opening. Plans and Specifications and Proposal Forms can be obtained through the NHDOT Contract Office. All projects require a proposal guarantee, and projects for which the apparent low bid exceeds \$25,000 require the posting of a 100% contract bond upon execution of the contract. All Public Works projects, regardless of bid amount, require a 100% contract bond.

A sealed proposal must be delivered to the NHDOT in accordance with the established deadline; exceptions are not granted. To obtain a prequalification statement, or for more information regarding the prequalification process, contact the Prequalification Administrator or go online to [www.state.nh.us/dot/contracts/pdf/PreQualificationPackage.pdf](http://www.state.nh.us/dot/contracts/pdf/PreQualificationPackage.pdf).



#### Working as a Subcontractor

Generally, prequalification is not a requirement for subcontractors who participate in NHDOT Federally assisted projects. However, projects such as rest areas and other public facilities require subcontractor prequalification. DBEs seeking subcontracting opportunities should contact Prime Contractors that have expressed an interest in NHDOT projects. To obtain this information, a list identifying Prime Contractors who have received a

#### Available Information

*Sample of Proposal* is available through the NHDOT Contract Office. DBEs should contact the Prequalification Administrator for this information at least twice during the advertising period.

The NHDOT has several mediums through which it announces projects. These include the *Ten Year Transportation Plan* and the *Advertising Schedule*, which are available online at [www.state.nh.us/dot/business.htm](http://www.state.nh.us/dot/business.htm). DBEs can also sign-up to receive *Invitations to Bid* by contacting the Contract Office. The mailing list fee is \$25.00 annually.



#### Helpful Hints



- Establish business relationships with Prime Contractors who typically subcontract the items of work provided by the DBE. Use the *Prime Contractor Quick-Reference Chart* located in the DBE Directory.
- Contact the NHDOT Contract Office during the advertising period for a list of Prime Contractors that have received *Samples of Proposal* for projects in which the DBE is interested.
- Attend periodic meetings held by highway construction trade organizations. These meetings present opportunities for establishing new business relations.



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## DBE Program

### Consultant Selection

#### Working as a Prime Consultant

If a DBE wishes to compete for consultant contracts, the first step is to become prequalified. Prequalification can be obtained by submitting a *Standard Form 254, (Architect and Engineer and Related Services Questionnaire)*. Upon review and consideration of the information provided, the NHDOT can qualify the firm to perform work in one or more categories.

In January and July of each year, the NHDOT prepares a list of projects that require consultant services. A firm interested in competing for a project should submit a letter of interest to the NHDOT through the Consultant Selection Committee Chairperson. The NHDOT's Consultant Selection Committee will prepare a long and, subsequently, a short list that identifies consultants considered "most qualified" to perform work on a particular project.

Upon approval by the Assistant Commissioner, short listed firms will receive a *Request For Technical Proposal*. Upon receipt and rating of submitted technical proposals, short listed firms will be notified of the results and the successful firm will be asked to submit a fee proposal for negotiations. After Governor and Council approval of the contract, technical proposals provided by all short listed firms are available for review.



#### Working as a Subconsultant

Subconsultants are not required to be prequalified, although submitting the prequalification package ensures that a firm will be notified of all scheduled consultant projects.

In seeking contracting opportunities as a subconsultant, DBEs should make contact directly with Prime Consultants that might be interested in scheduled projects. Ideally this contact should be established as soon as possible, and before the short list of consultants is published. To assist DBEs in this effort, the NHDOT has developed a

*Consultant Quick-Reference Chart*, which is included in the DBE Directory. This chart identifies work typically subcontracted by each Consultant and enables DBEs to direct their marketing efforts. This information is key to maximizing a DBE's opportunity to participate in NHDOT consultant projects.

#### Available Information

Generally, in January and July of each year, information regarding upcoming projects is mailed to all companies that are on the *Standard Form 254* list. This information includes project descriptions and services required. This information is also available online at [www.state.nh.us/dot/business.htm](http://www.state.nh.us/dot/business.htm).



#### Helpful Hints



- Establish business relationships with Prime Consultants who typically subcontract the items of work provided by the DBE. Use the *Prime Consultant Quick-Reference Chart* located in the DBE Directory.
- Identify and communicate with Prime Consultants that have expressed interest in upcoming projects by contacting the Consultant Selection Committee Chairperson or the DBE Liaison Officer.
- Attend periodic meetings held by highway construction trade organizations. These meetings present opportunities for establishing new business relations.
- Contact the Consultant Selection Committee Chairperson for more information regarding the Consultant Selection Process.

